
STANDARD OPERATING PROCEDURE

Awards Process

SOP 4.17

PURPOSE: TO DESCRIBES PROCESS FOR NOMINATION, REVIEW AND PRESENTATION OF AWARDS.

A committee will be formed to guide staff and review appropriateness of submitted narratives on the procedures and processes for Civil Service and Commissioned Officer award nominations.

The committee will consist of the Chief, Resource Management Branch, the Human Resource Manager, Personnel Operations Administrative Officer, (who serves as coordinator), the DIHS representative to the BPHC award committee, and at least one other member as determined by the Director.

Meetings will be held once a month.

I. NOMINATION

A. Each nomination is to come forward with the narrative on a disk-- use MS Word, along with the original nomination and a signed blank nomination form, (PHS 6342-1, PHS 6342-2, etc) that will be used in case changes are required.

B. All nominations should be submitted to the appropriate Branch Chief for review only. The Branch Chief will then submit the nomination to the Personnel Operations Admin Officer at DIHS Headquarters, who will log in the nomination and prepare it for review by the committee.

II. REVIEW

A. A copy will be made for each committee member, and distributed one week in advance of the meeting. The copies will be stamped COPY. Nominations received within the week will be held until the following month.

B. The Personnel Operations Admin Officer will assign a narrator to each nomination and that individual will "present" the nomination at the meeting.

1. If approved, signatures will be obtained from the Branch Chief and Director. The proper number of copies will be made and forwarded to the BPHC Awards Coordinator by the Personnel Operations Admin Officer.

2. If disapproved, the award nomination will be returned to the Branch Chief for return to the nominator. The committee Personnel Operations Admin Officer will

attach a note with the reason for disapproval and/or recommendations for changes.

III. PRESENTATION OF AWARDS

- A. Honor awards may be presented at the HRSA awards ceremony held each September in the Washington, D.C. area. HRSA, BPHC, and DCP may also send certificates and hardware directly to DIHS. The certificates will be placed in an award folder by the Personnel Operations Admin Officer and given to the Director or appropriate Branch Chief to make the presentations when they visit the sites.
- B. Upon receipt, the Hazardous Duty awards will be mailed to the HSA's with a cover letter by the Personnel Operations Admin Officer to be presented in an appropriate manner.

It will be the responsibility of the HSA to advise the Personnel Operations Admin Officer of CO staff eligible for this award on quarterly basis, i.e., January, April, July, and October.